

DEFENSE HEALTH AGENCY

TRICARE Retail Refunds Program

DOWNLOADING & DECRYPTING FILES GUIDE

A SFTP client is mandatory to download the utilization files.

If the manufacturer already has a SFTP client, you can utilize this client to connect to Emdeon.

If the manufacturer already has a SecureFTP server as a part of business, Emdeon can send the files directly to this server. To set-up having the files delivered to this server, contact Linda Benedict at Emdeon, (330)405-2357, to provide the site name or IP and a user ID. Once the above information is provided, Emdeon will provide their public key to place on your server.

NOTE: *The system can not support password authentication in a batch mode, when Emdeon acts as the client, you must be able to support Emdeon's public key.*

If you do not have a favorite SFTP client, Emdeon suggests that you obtain a free copy of FileZilla at <http://filezilla-project.org>.

NOTE: *A SFTP client is mandatory to download the utilization files.*

TO OBTAIN A SFTP CLIENT FROM FILEZILLA

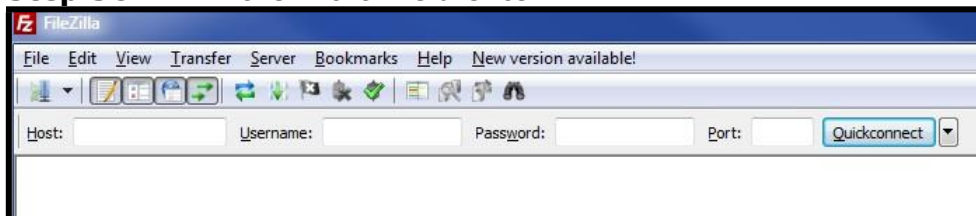
Step 1: Designate a folder on your desktop to house your utilization files.

Step 2: Open the FileZilla Program.

Step 3a: In the "Host" field enter, "sftp.emdeon.com".

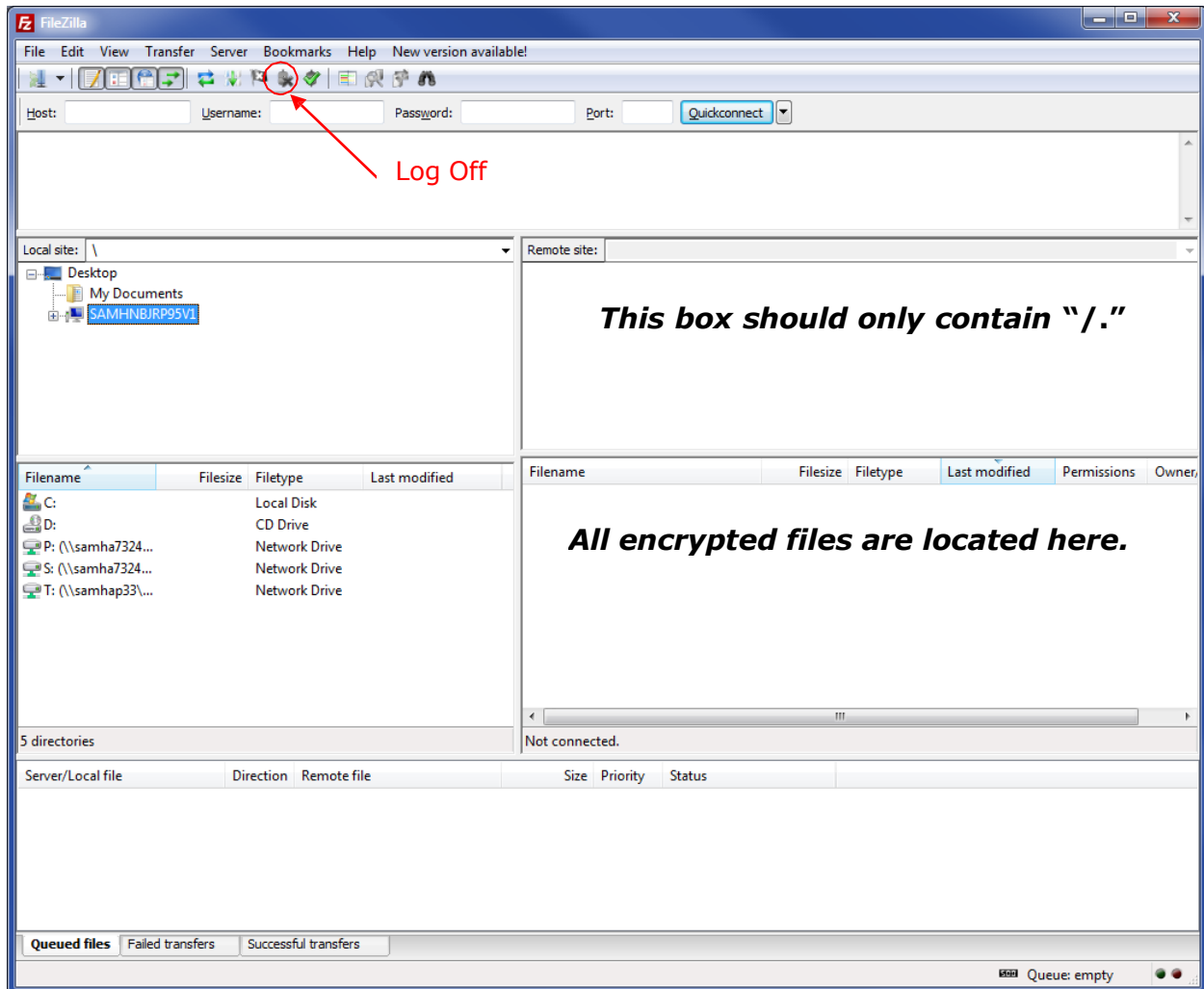
Step 3b: In the "Username" and "Password" fields enter the information provided by Emdeon.

Step 3c: In the "Port" field enter "22."



Step 4: You are now logged in.

Once logged in, your screen should look similar to the following example:



TO DOWNLOAD ENCRYPTED FILES

Step 1: In the "Local Site" box, select "Desktop" to download the files.

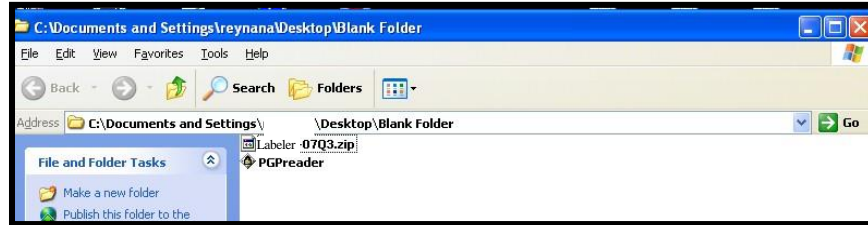
Step 2: In the "Filename" box, highlight/select and double-click on the files to download.

Step 3: You have completed the download of your files, exit out of Filezilla.

TO DECRYPT THE FILES

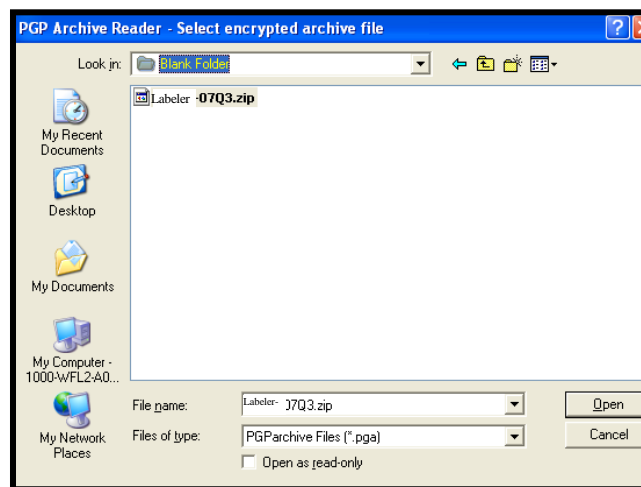
Step 1: Locate the downloaded files on your desktop.

Step 2: Grab the most current file and the PGPreader.exe file.

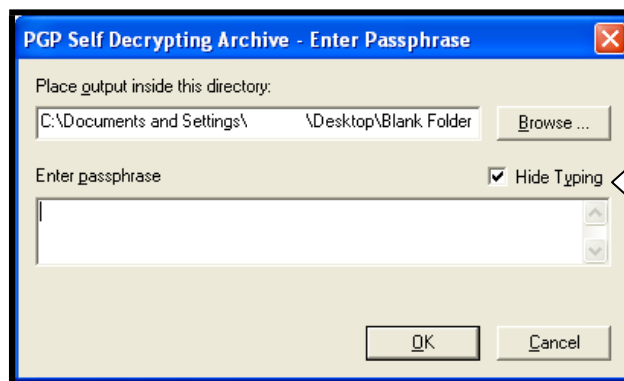


Step 3: Once the files are on your desktop, open the PGPreader.exe file.

Step 4: Select "Desktop" folder from the "Look in" drop-down box and click on the file you would like to decrypt.



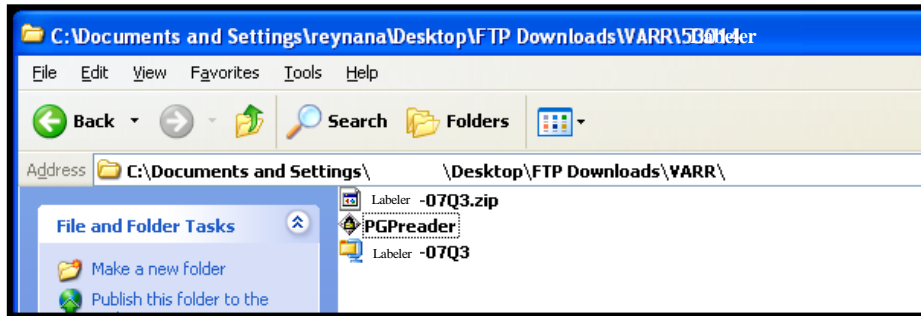
Step 5: Enter the PGP password provided by Emdeon and click "OK.".



To view the password as it is entered, uncheck this box.

Step 6 will be different based on your compressed file software. Right click the .zip file and if there is an item labeled "Extract All" use that option. And skip to Step 7a. Otherwise proceed to step 6a

Step 6a: A Zip file is now located in the folder.



Step 6b: Open the Zip file and place the three (3) files onto your desktop by clicking the "Extract" icon.



Step 7a: Three (3) new files will now appear on your desktop.



Step 7b: Right click on each file and rename as follows:

Labeler -07Q3.detail.cn	→	Labeler -07Q3cn.txt
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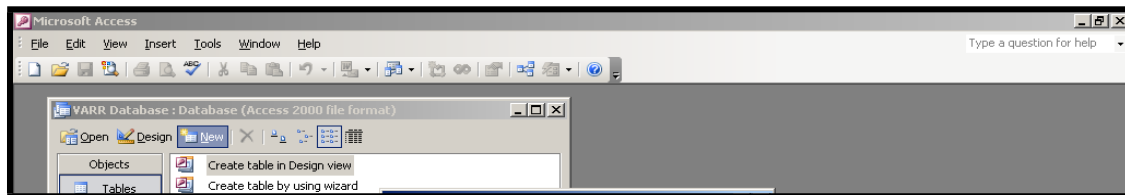
Labeler -07Q3.detail.cp	➔	Labeler -07Q3cp.txt
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Step 7c: Your folder should now resemble the following example:

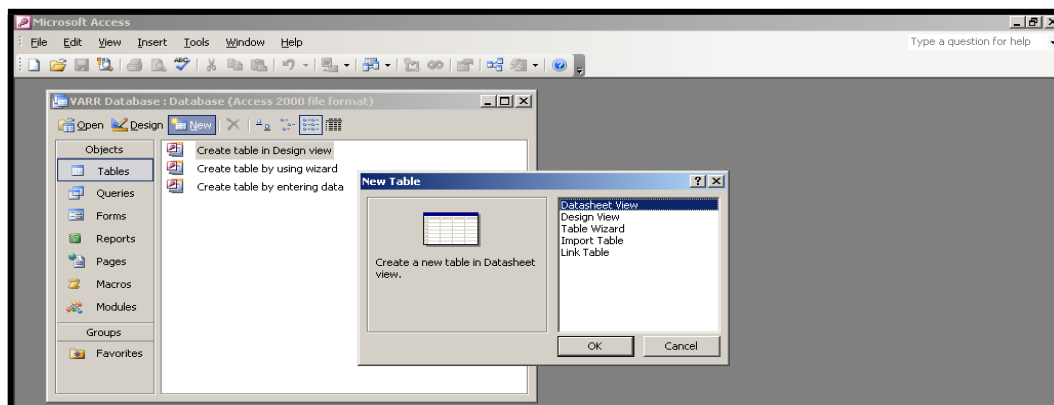


If you have Microsoft Office 2007 advance to page 10 of this document

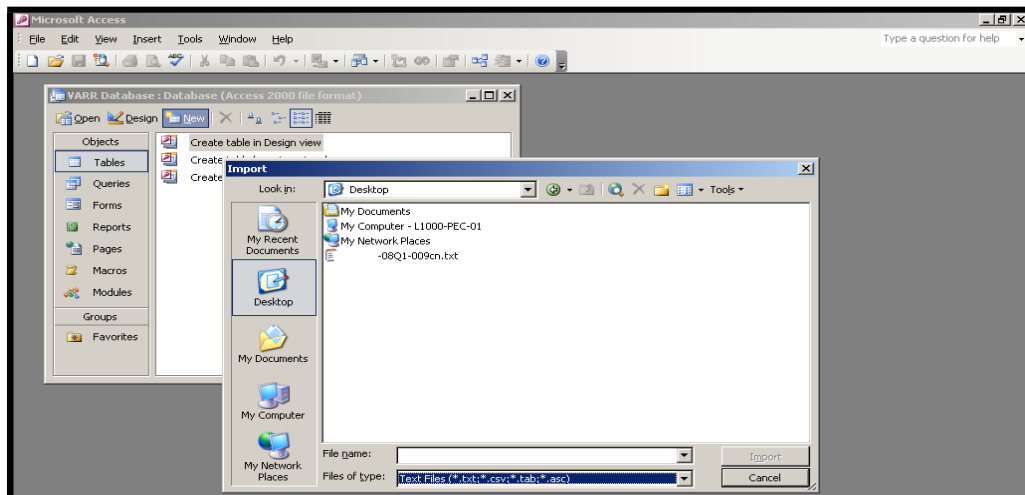
Step 8: Open the "VARR Database" and select "New."



Step 9: Select "Import Table" and click "OK."

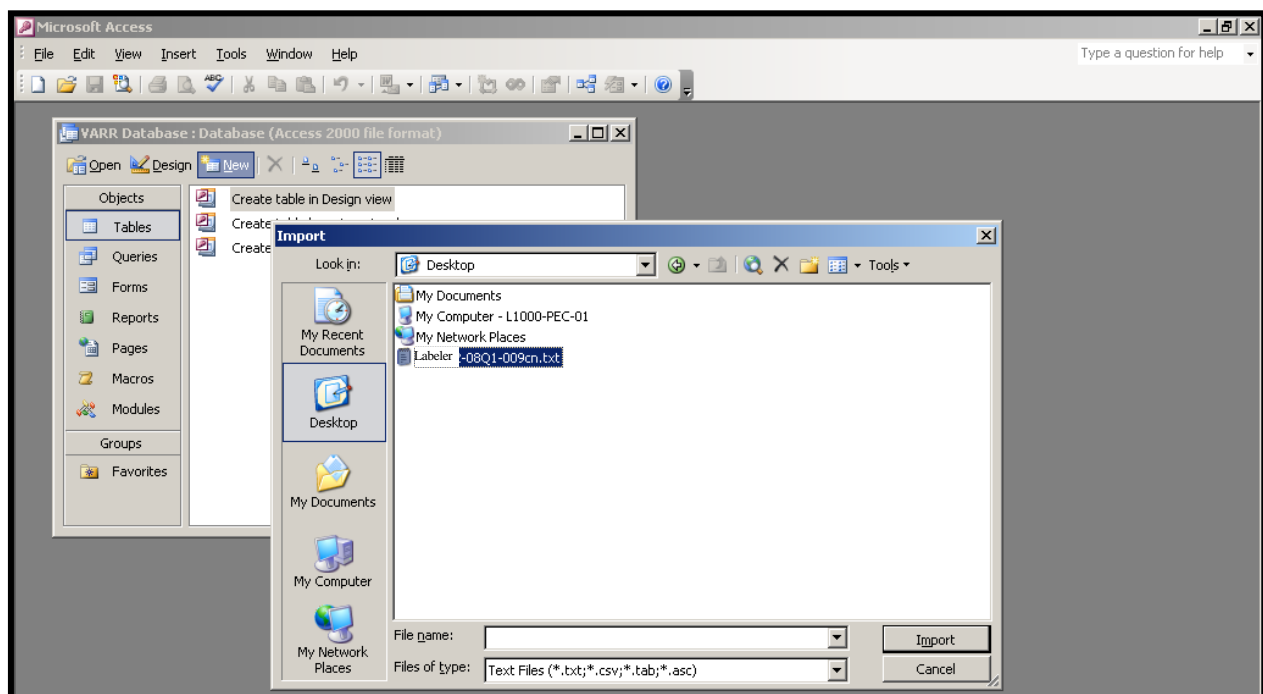


Step 10: On the left-side of the screen, click the "Desktop" icon.



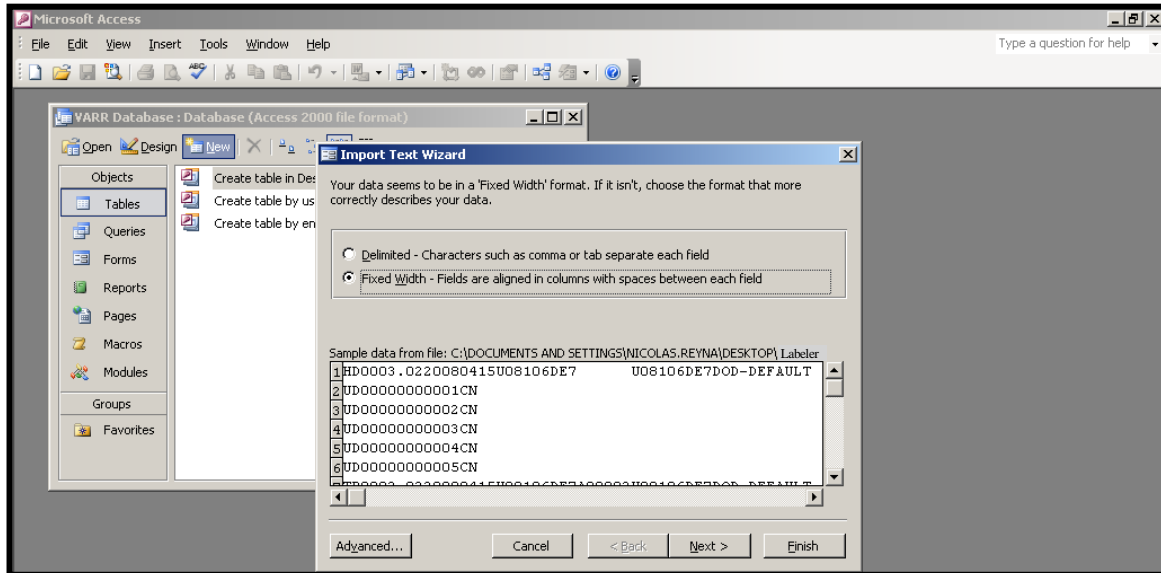
Step 11: From the "Files of type" drop-down box, select "Text Files."

Step 12: Highlight the text files and click "Import."

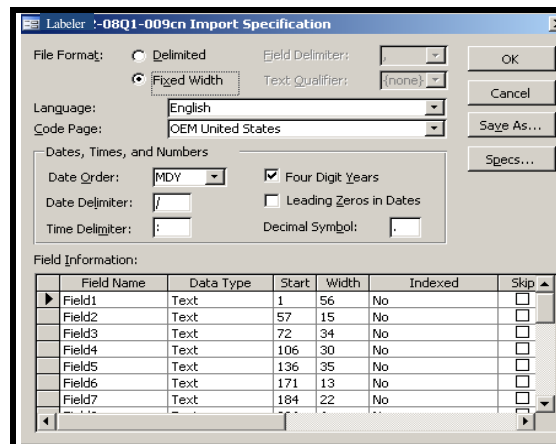


Step 13: Click the "Advanced" button.

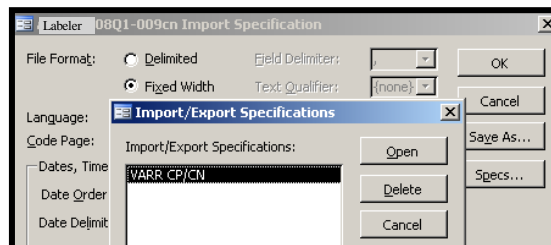
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Step 14: Click the "Specs..." button.



Step 15: Select the file which corresponds with the file you are working with and click "Open."



Step 16: Click "OK."

Field Name	Data Type	Start	Width	Indexed	Skip
Record Type	Text	1	2	No	
Line Number	Text	3	11	No	
Data Level	Text	14	2	No	
Plan Id Qualifier	Text	16	1	No	
Plan Id Code	Text	17	17	No	
Plan Name	Text	34	30	No	
Pharmacy ID Qual	Text	64	1	No	

Step 17: Click "Finish."

Your data seems to be in a 'Fixed Width' format. If it isn't, choose the format that more correctly describes your data.

☐ Delimited - Characters such as comma or tab separate each field

☒ Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: C:\DOCUMENTS AND SETTINGS\NICOLAS.REYNA\DESKTOP\Labeler

```

1 HD0003 .0220080415U08106DE7 U08106DE7DOD-DEFAULT
2 UD000000000001CN
3 UD000000000002CN
4 UD000000000003CN
5 UD000000000004CN
6 UD000000000005CN
7 HD0003 .0220080415U08106DE7U08106DE7DOD-DEFAULT

```

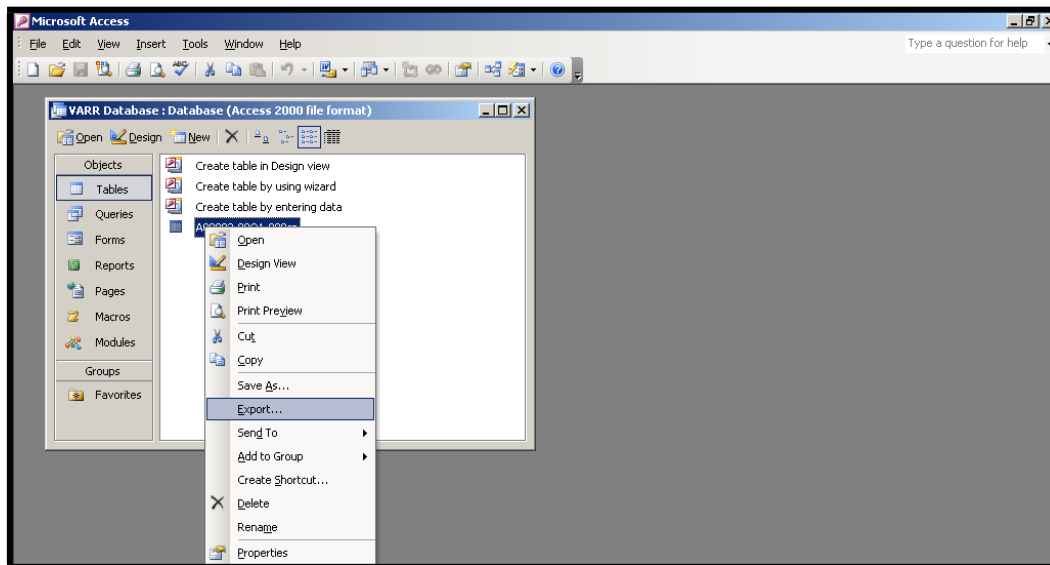
Advanced... Cancel < Back Next > Finish

Step 18: A message similar to the following message will appear advising the file has successfully been imported; click "OK."

Finished importing file 'C:\Documents and Settings\...\Desktop\Labeler 08Q1-009cn.txt' to table Labeler 08Q1-009cn'.

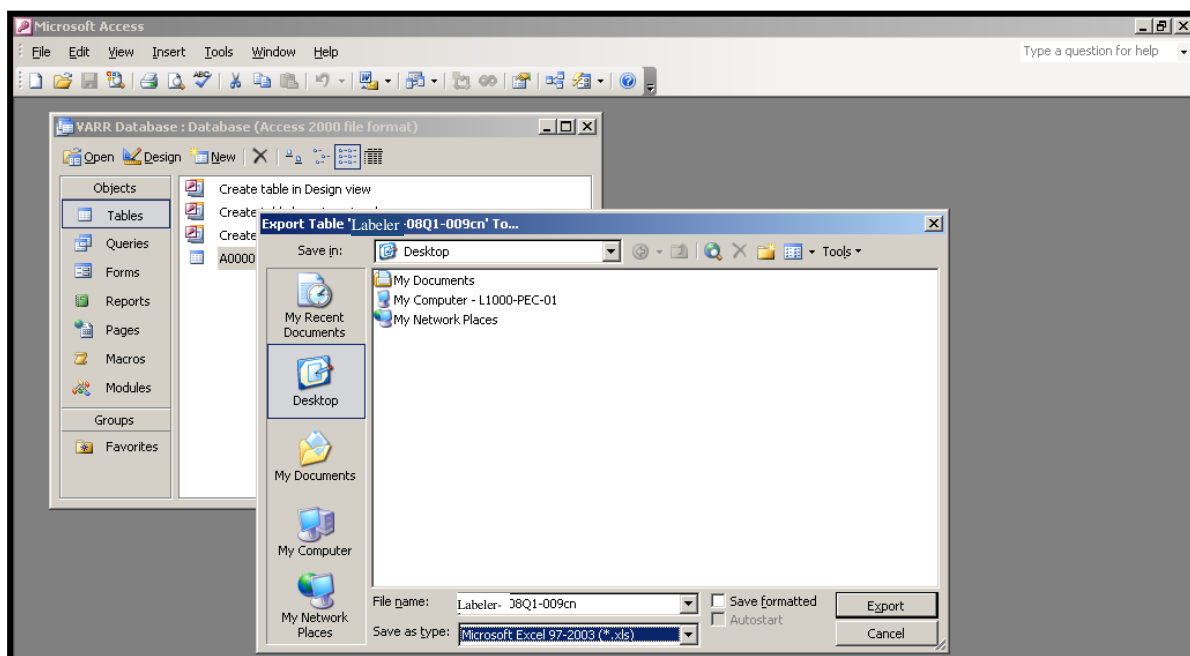
OK

Step 19: Right click on the file name; click "Export."



NOTE: *Due to the size of the CP Files (individual claims) and the limited lines available in Excess, it is best to view these files in Access.*

Step 20: Select "Microsoft Excel 97-2003" from the "Save as type" drop-down box.



Step 21: Click the "Export" button.

Step 22: The file is now available in Excel.

	A	B	C	D	E	F	G	H	I	J	
	ID	Record Type	Line Number	Data Level	Plan Id Qualifier	Plan Id Code	Plan Name	Pharmacy ID Qualifier	Pharmacy ID Code	Pharmacy Zip Code	Proc
1											
2	2	UD	000000000001	CN							N
3	3	UD	000000000002	CN							N
4	4	UD	000000000003	CN							N
5	5	UD	000000000004	CN							N
6	6	UD	000000000005	CN							N
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

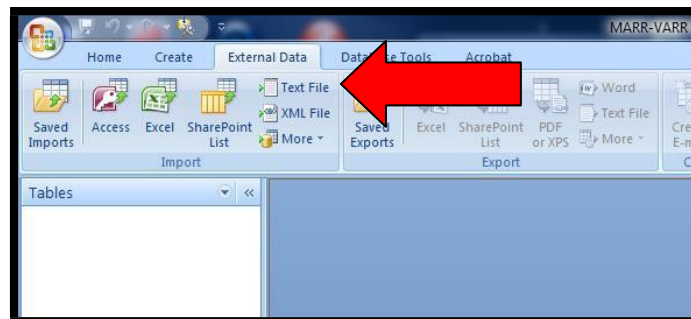
NOTE: Repeat steps 8 through 22 to decrypt the remaining text files.

Office 2007 Update

Updated Microsoft Access options for Office 2007 and the database named "MARR-VARR Database 51"

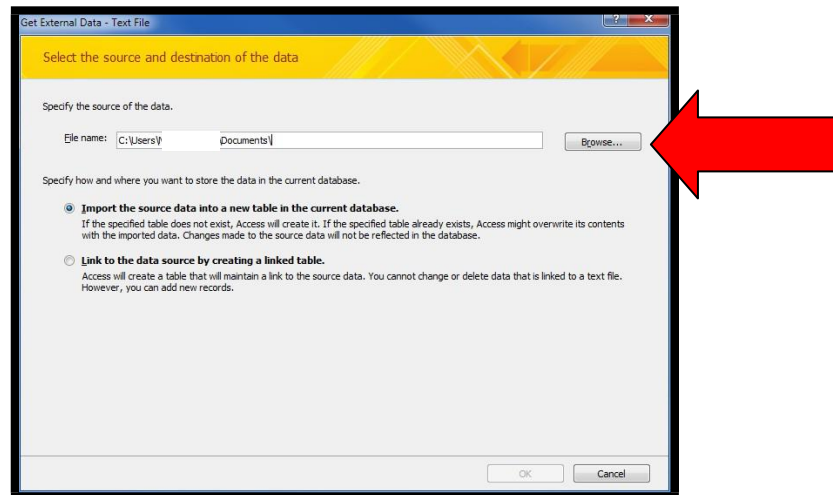
In support of NCPDP 5.1 the "MARR-VARR Database 51" database has been created as a tool to interpret the data files.

Step 1: Open the "MARR-VARR Database 51" and select "Text File" from the "External Data" tab.

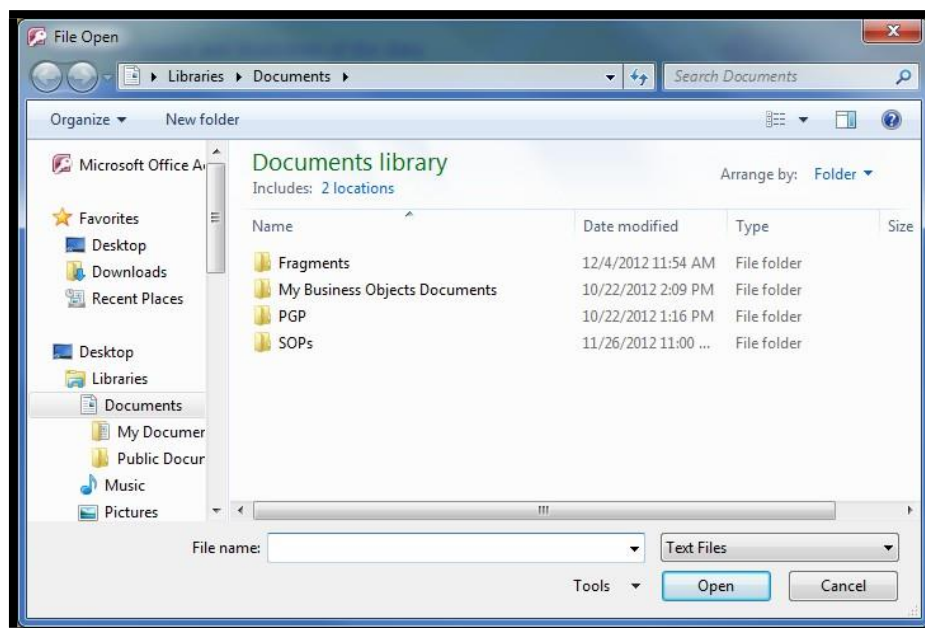


Step 2: At the "Get External Data – Text File Screen" select "Browse".

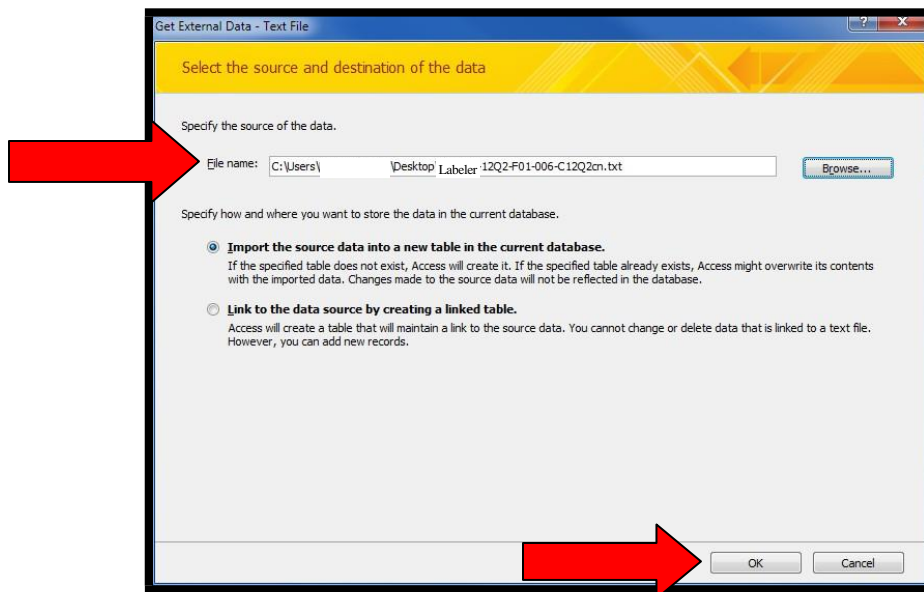
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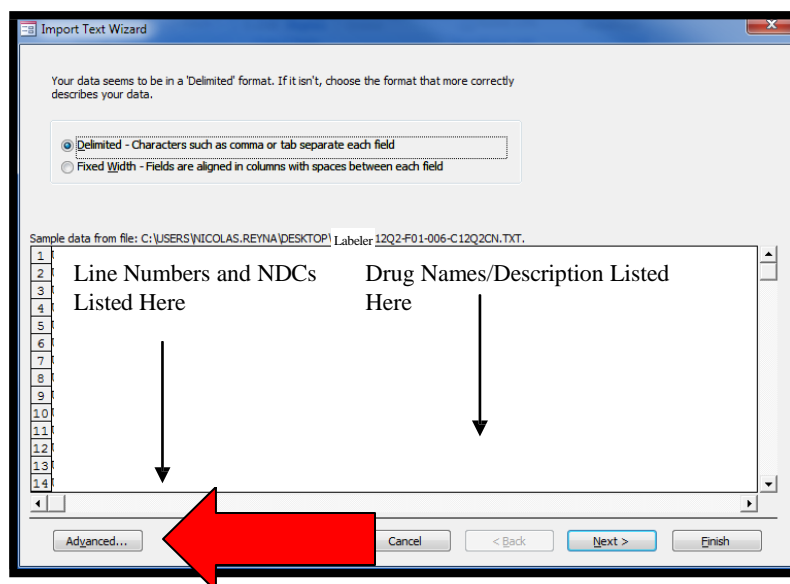
Step 3: Locate where you have stored your CP & CN text files. When you have done so choose a file (one at a time) and select "Open".



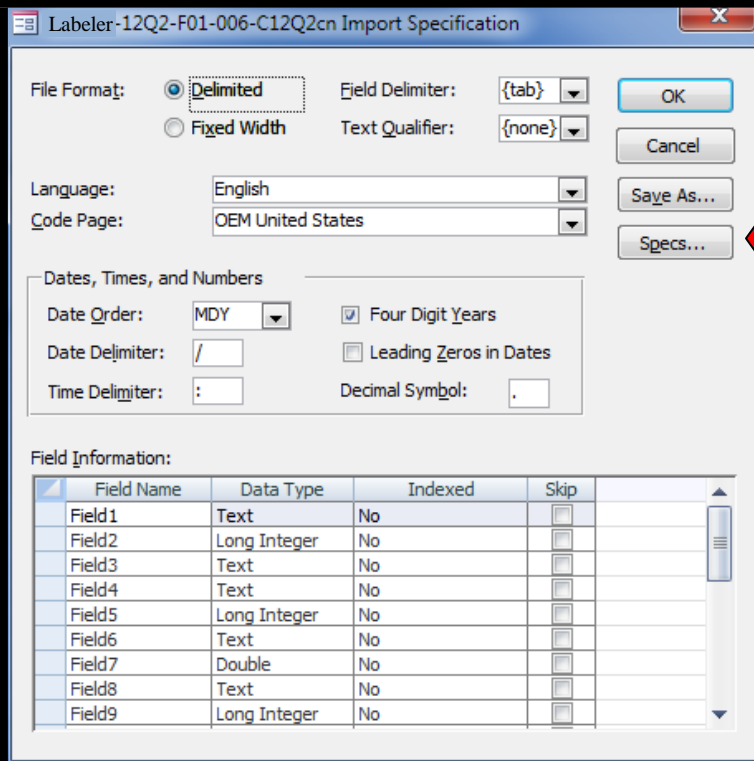
Step 4: Upon completion of Step 5, you will be returned back to the "Get External Data - Text File" window. Please check that you have selected the file you want to use by verifying that information in the "File name" box and click "OK".



Step 5: Click the “Advanced” button at the “Import Text Wizard” window.



Step 6: Click the “Specs” button from the “Import Specification” window.



Labeler-12Q2-F01-006-C12Q2cn Import Specification

File Format: ☒ Delimited ☐ Fixed Width

Field Delimiter: {tab}

Text Qualifier: {none}

Language: English

Code Page: OEM United States

Dates, Times, and Numbers

Date Order: MDY ☒ Four Digit Years

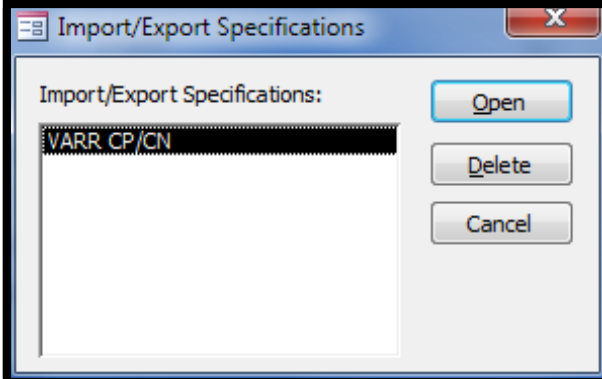
Date Delimiter: / ☐ Leading Zeros in Dates

Time Delimiter: : Decimal Symbol: .

Field Information:

Field Name	Data Type	Indexed	Skip
Field1	Text	No	<input type="checkbox"/>
Field2	Long Integer	No	<input type="checkbox"/>
Field3	Text	No	<input type="checkbox"/>
Field4	Text	No	<input type="checkbox"/>
Field5	Long Integer	No	<input type="checkbox"/>
Field6	Text	No	<input type="checkbox"/>
Field7	Double	No	<input type="checkbox"/>
Field8	Text	No	<input type="checkbox"/>
Field9	Long Integer	No	<input type="checkbox"/>

Step 7: Choose the Spec which corresponds to your data file from the "Import/Export Specifications" window.



Import/Export Specifications

Import/Export Specifications:

VARR CP/CN

Open

Delete

Cancel

Step 8: When you have chosen your Spec you will notice a change to the window in Step 6, Click OK at the updated window.

VARR CP/CN

File Format: ☐ Delimited ☒ Fixed Width

Field Delimiter: [] Text Qualifier: {none}

Language: English Code Page: OEM United States

Dates and Numbers: Date: MDY [] Four Digit Years [x] Leading Zeros in Dates [] Time: [] Decimal Symbol: .

Field Information:

Field Name	Data Type	Start	Width	Indexed	Skip
Record Type	Text	1	2	No	<input type="checkbox"/>
Line Number	Text	3	11	No	<input type="checkbox"/>
Data Level	Text	14	2	No	<input type="checkbox"/>
Plan Id Qualifier	Text	16	1	No	<input type="checkbox"/>
Plan Id Code	Text	17	17	No	<input type="checkbox"/>
Plan Name	Text	34	30	No	<input type="checkbox"/>
Pharmacy ID Qua	Text	64	2	No	<input type="checkbox"/>
Pharmacy ID Cod	Text	66	15	No	<input type="checkbox"/>

Step 9: Back at the "Import Text Wizard" window select "Finish"

Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

☐ Delimited - Characters such as comma or tab separate each field

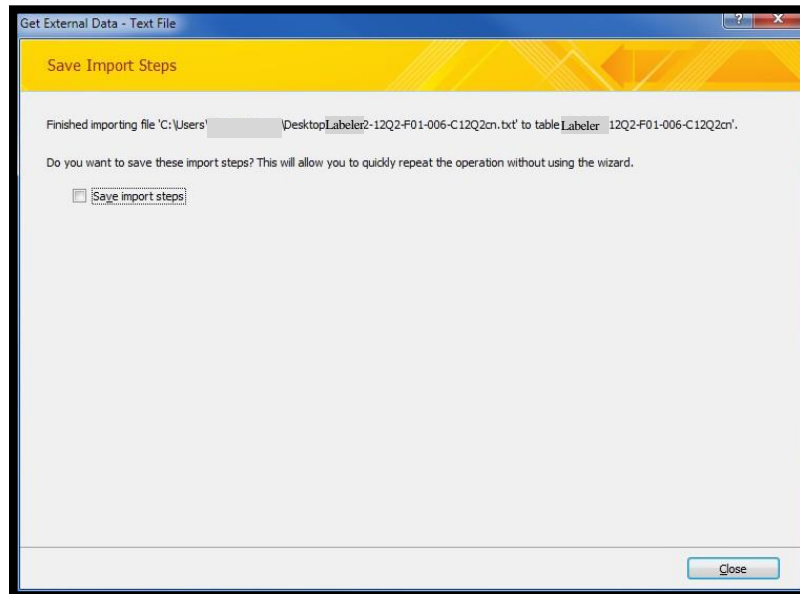
☒ Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: C:\USERS\NICOLAS.REYNA\DESKTOP\Labeler 12Q2-F01-006-C12Q2CN.TXT.

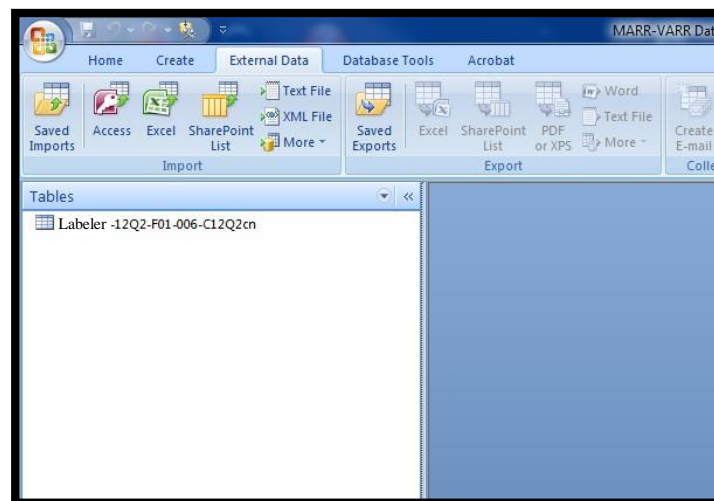
Line Numbers and NDCs Listed Here	Drug Names/Description Listed Here
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

Advanced... Cancel < Back Next > Finish

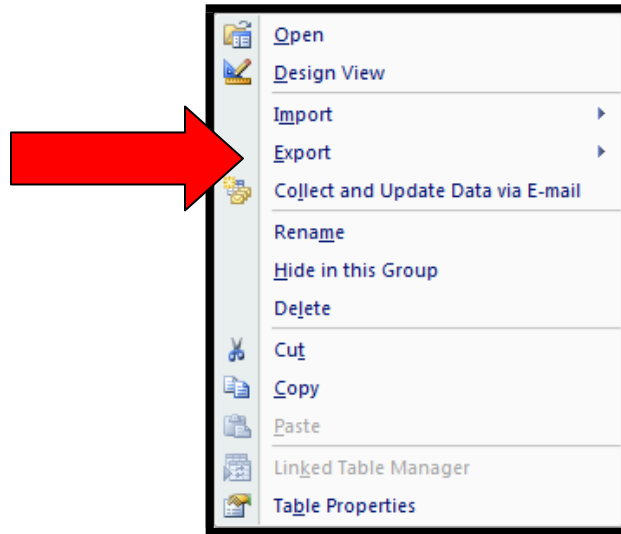
Step 10: Upon clicking "Finish" you will get a message similar to this from the "Get External Data - Text File" window.



Step 11: You will notice in the files box on the left side your text file you imported is now loaded.



Step 12: Right click the Table you imported and select Export, from the window that pops up. Doing so gives you the ability to send the table to a format you are more comfortable using.



NOTE: Repeat steps 1 through 12 to decrypt the remaining text files.

Data Manipulation

After the data has been placed into the desired file format that best meets your need, some additional manual manipulation must be completed.

- The field "FF Total metric Dec. Qty" & "Grand Total Metric Decimal Quantity" need a decimal placed in the number. The decimal should be placed in front of the third digit going from right to left. Example: 123456 should be 123.456.
- The field "Rebate Per unit Amount" needs a decimal placed in the number. The decimal should be placed in front of the fifth digit going from right to left. Example: 123456 should be 1.23456.
- The fields "Rebated Rebate Amount" & "Grand Total Requested Rebate Amount" need a decimal placed in the number. The decimal should be placed in front of the second digit going from right to left. Example: 123456 should be 1234.56.

The rows with the "Record Type" of "HD" & "TR" are internal labels for reporting. These rows can be removed before manipulation.